

CONFIDENTIAL

25X1

23 December 1948

TO: All Payment Clerks

FROM: Payroll Section, Fiscal Division

SUBJECT: Addresses on Withholding Tax Returns - Form W-2.

1. In order to assist the Payroll Section, Fiscal Division in forwarding of Internal Revenue Tax Forms W-2 to correct addresses, it is requested that the Payment Clerks obtain from the employees shown on the attached list their present address.

2. The information requested must be typed on the attached list and returned to the Payroll Section, Fiscal Division, Room 226 Central Building, no later than close of business 30 December 1948.

3. Your cooperation in assisting us in properly and promptly preparing the Income Tax Withholding Statements is appreciated.

Complied with on
28 December 1948

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